CV **URRICULUM ITAE**

ABDUL KAREEM

House No. 1735/239, New Anjam Colony,
Baldia Town, Karachi, Pakistan
Contact: +923152893821
E-mail: Kareemiqbal1992@gmail.com

OBJECTIVE:

To secure a responsible position in your organization where the company can utilize my abilities to the maximum and I can grow professionaly as well as financially at the same time and I think positive, do possitive and always will get possitve and I always try to my level best by punctuality.

PERSONAL INFORMATION:

Father's name :		Muhammad Iqbal
Gender	:	Male
Merital Status	:	Married
Date Of Birth	:	05-09-1992
N.I.C #	:	42401-0721512-5
Driving Licence	:	Car, Motocycle + Ltv
Religion	:	Islam
Nationality	:	Pakistani
Languages	:	English & Urdu.
Passport	:	BD4955121-2

ACADEMIC QUALIFICATION:

- **MATRIC (Science)** from Karachi Board.
- **INTERMEDIATE (Commerce)** from Board of Intermediate Education Karachi.
- **B.COM** (Continue)

COMPUTER SKILLS:

- **MICROSOFT WORD**
- **MICROSOFT EXEL**
- **APPLY FORMULA AND FORMAT ON MICRO SOFT EXEL**
- **E-MAIL FORWARDING AND COMPOSING**
- **LETTER AND APPLICATION TYPING ACCORDING TO ANY KIND OF SUBJECT**
- **SEARCHING WEBSITES**

- **1 Year WORKING EXPERIENCE AS A JUNIOR ACCOUNTANT AT RASHID ENGINEERING**

RESPONSIBLITIES:

- **GENERATE SALES TAX INVOICE AFTER RECEIVING CHALLAN FROM CUSTOMER.**
- **FOLLOW UP ALL UNPAID INVOICE AND REMINDER TO CUSTOMER BY MAILING.**
- **GENERATE DELIVERY CHALLAN OF FINISH GOODS AS PER P.O MANUALLY.**

- **3 YEARS WORKING EXPERIENCEP AS AN OFFICE ASSISTANT AT PAKISTAN PAPER PRODUCT LIMITED**

RESPONSIBLITIES

- **Check and verify invoice and D.C**
- **Dispatch invoice to customer after confirmation D.C**
- **Generate job cards.**
- **Generate Goods Receipt Note On Busy Software.**
- **Production report.**
- **Raw material & inventory control.**
- **Issue raw material and entry through Busy Software.**

- **5 YEARS WORKING EXPERIENCE AS A DRIVER**

RESPONSIBLITIES

- **Professionally Drive SUV Cars also can drive manual cars**

- **RECENTLY WORKING WITH KOREAN FORIGENER AS A PERSONAL DRIVER AND ENGLISH TRANSLATOR**

REFRENCE

Available if requested.

PROUD TO SERVE

SINDH POLICE

Driving License Sindh

DLS

DRIVING LICENSE S

License No. 42401-0721512-5#336

Name: ABDUL KAREEM

Father/Husband: MUHAMMAD IQBAL

Date of Birth: 05-Sep-1992

Category: M CYCLE,M CAR,LTV

Issue Date:	Valid Upto:	Licensing Authority
27-Aug-2018	28-Dec-2025	M. Arshad Siddiqu DL Nazimabad